

**SPECIAL HEALTH SCHEME
FOR
RURAL AREAS**

**Exempt Society for Service to Voluntary
Agents - Karnataka Chapter,
SAH - II Floor, No. 338-A, 3rd Block,
Rajajinagar, BANGALORE-560 010.**

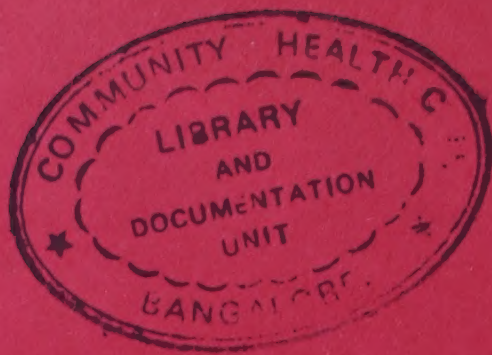
(For Voluntary Organisations)



**MINISTRY OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF INDIA**

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SPECIAL HEALTH SCHEME FOR RURAL AREAS

I. Title of the Scheme

The scheme shall be known as Special Health Scheme for Rural Areas.

II. Goal

The scheme seeks to provide medical care to the rural population of the country.

III. Purpose of the Scheme

The purpose of the scheme is to encourage voluntary organisations in setting up new hospitals/dispensaries in rural areas where the existing medical care facilities are inadequate.

IV. Objectives of Assistance

Financial assistance under the scheme would be available to private voluntary organisations only for setting up new hospitals/dispensaries in rural areas. Therefore, assistance under the scheme will NOT be admissible for the following:

- i) Setting up of hospitals in urban areas.
- ii) Expansion of existing hospitals.
- iii) Recurring expenditure for running a hospital.
- iv) Establishment of private clinics or Nursing Homes.
- v) Setting up of Research Centres in any field of medicine.
- vi) For undertaking an activity for which assistance is admissible under separate grant-in-aid schemes of the Government of India or the State Governments.

V. Conditions of Eligibility for Assistance

A voluntary organisation/institution that fulfils the following

criteria shall be eligible for grants under the scheme:-

- i) It must be registered under the Societies Registration Act of 1860 or any other Statute.
- ii) It should be of an All-India character or of State level importance or should be engaged in doing pioneering and innovative work.
- iii) It should be non-official and under non-proprietary management.
- iv) It should not be run for profit to any individual or group of individuals.
- v) It must offer services to the general public without any distinction of religion, caste or colour.
- vi) It must be of sound financial standing and capable of meeting its share of the non-recurring cost as also the entire cost of running the hospital/dispensary after it is set up.
- vii) It should agree to reserve a minimum of one-third of the beds as free beds as per the definition of a free bed/free medical care given as a part of the application form.
- viii) It should have personnel, resources, experience and managerial ability to carry out the purpose for which the grant of financial assistance has been asked for.
- ix) Its work and financial position should be reported as satisfactory and payment of grant-in-aid should be recommended by the State Government. An organisation/Institution managed and maintained by a State Government or Local Body shall NOT be eligible to receive assistance under this scheme.

VI. Pattern of Assistance

- a) Assistance will be available for setting up of hospitals with a maximum bed strength of thirty.
- b) The non recurring expenditure towards which the Government of India and the State Government would contribute would be primarily for purchase of land, construction of building for hospital, operation theatre, wards, dwelling units including

water and electricity installations and also for purchase of essential hospital equipment.

- c) The institution will meet the running cost of the hospital/ dispensary. In case it is not able to do so, the State Government concerned would step in and give grant-in-aid to meet any deficit and if the organisation fails to meet the liability any longer, the State Government will assume the responsibility for running the institution started with the assistance under this scheme.
- d) For purposes of determining the shares of the parties, the standard cost of construction and of equipment of a 30-bedded PHC or the estimated cost as given in the project report, whichever is less, will be taken into account.
- e) The Central Government, the State Government and the institution shall contribute in the following proportion:-

Maximum ceiling of grant is Rs. 8.00 lakhs for construction of hospital building, O. T., Dwelling Units, cost of land including electricity and water installation charges Rs. 4.00 lakhs for purchase of equipments.

- f) To take care of the cost escalations, the Joint Secretary and the Financial Adviser, Ministry of Health & Family Welfare, shall be competent to increase the amount of grant as recommended by the Grants Committee upto ten per cent.
- g) In exceptional cases, the Government of India may give assistance beyond the limits prescribed in consultation with the Ministry of Finance.

VII. Conditions of Grant-in-aid

- a) The grant shall be utilised only for the purpose for which it has been sanctioned.

- i) The institution shall execute a bond in the prescribed form with two sureties to the effect that it will abide by all the conditions of the grant.
- ii) The requirement of furnishing the sureties will not be necessary if the institution is a society registered under the Societies Registration Act, 1860, or any other Statute or is a co-operative society or an institution of standing.
- iii) When the bond is also signed by two sureties, both of them should be solvent and owners of such assets worth not less than the amount of bond as can be attached and sold in execution of a court decree. This fact should be certified by the District Magistrate or other equivalent authority on the body of the bond.
- c) The institution shall maintain an account with a scheduled bank or post office in the name of the institution and not of an individual whether by name or by designation. The account should be operated jointly by two office-bearers.
- d) The entire amount of the grant should be utilised within a period of one year from the date of issue of the Demand Draft/ Cheque of the final instalment in case of construction and within six months from the date of issue of Demand Draft/ Cheque in case of equipment. If any delay is likely to occur in the utilisation of the grant, the period of utilisation of the grant may be extended by a further period not exceeding one year, in exceptional circumstances, by the Government of India. If the institution fails to utilise the entire amount of the grant within the original or extended period, it shall refund the unspent balance with interest to the Government of India and the State Government.
- e) No articles involving foreign exchange expenditure shall be purchased and no assistance for the import of any articles will be provided by the Government of India.
- f) In the case of grants for construction, once the plans and estimates of the buildings have been approved and grant released, they shall not be modified by the institution without the prior approval of the Government of India.

- g) The institution shall submit a statement duly attested by the auditors, alongwith the audited accounts, specifying clearly that no grant-in-aid has been sanctioned for the same purpose by any other department of the Central or State Government.
- h) No portion of the grant will be utilised for furtherance of political movement.
- i) The institution will not indulge in corrupt practices.
- j) If the grant of any part thereof is proposed to be utilised for a purpose other than that for which it was sanctioned, prior approval of the Government of India shall be obtained which may be given in exceptional circumstances on very special grounds.
- k) The institution shall not divert the whole or part of the grant nor shall it entrust the execution of the scheme for which the grant is made to another institution or organisation. In cases where after having received the grant-in-aid, the institution is not in a position to execute or complete the assignment it shall refund forthwith to the Government of India and the State Government the amount of grant received by it from them with interest.
- l) In the case of a building grant, the Government of India shall have a prior lien on the building for the recovery of the amount paid as grant-in-aid in the event of the building ceasing to be utilised for the approved purpose.
- m) In case where construction is made on State Government's land and State Government also gives part of the cost, the title will rest with the Government of India and the State Government to the extent to which they have paid for the cost and in the event of disposal of such a building, the Government of India and the State Government will have prior lien on the building in proportion to the cost contributed by them.
- n) When the Central or State Government have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of further grants may be stopped and the earlier grant recovered with interest.

- o) The Government of India may call for periodical reports indicating the expenditure on each of the objects as detailed in the scheme with a view to check whether there have been any variations or unauthorised diversion of funds.
- p) Any portion of the grant, which is not utilised for expenditure upon the objects for which it was sanctioned will be refunded in cash to the Government of India and the State Government with interest.
- q) The institution shall submit to the Government of India and the State Government concerned, reports indicating progress of the construction work and the expenditure actually incurred from the grant as and when required by them.
- r) The accounts of the institution shall be audited by a Chartered Accountant/a Government Auditor immediately after the end of the financial year. The accounts of the grant shall be maintained properly and separately from its normal activities and submitted as and when required. They should always be open to inspection by any member of the Grants Committee constituted by the Ministry of Health & Family Welfare (Department of Health) or by any officer of the Government of India or the State Government concerned. They shall also be open to a test-check by the Comptroller and Auditor General of India, at his discretion.
- s) Where the amount of the grant in any financial year together with the unutilised grant carried over from the preceding financial year is collectively not less than Rs. 5 lakhs, the account of the institution will be audited by the concerned Accountant General (i. e. by the Accountant General in whose jurisdiction the institution is situated).
- t) Where the amount of grant exceeds Rs. 5 lakhs, the Institute shall maintain subsidiary account of the grant and furnish to the Director of Audit, Central Revenues, New Delhi, the following quoting number and date of the sanction:-
 - i) a copy of the Receipt and Payment accounts, Income and expenditure accounts and balance sheet for the institution as a whole.
 - ii) a copy of their constitution.

u) The equipments purchased or buildings constructed with the aid of the grant will vest in the Government of India and the institution shall maintain an audited record in the enclosed proforma of all permanent and semi-permanent the assets acquired wholly or substantially out of the grant. Such assets shall not be disposed of, encumbered or utilised for purpose other than those for which the grant was given without prior permission of the Government of India. Should the institution cease to exist at any time, such properties, shall revert to the Government of India. The register shall be maintained separately in respect of each sanction and a copy thereof furnished to the Government of India annually with the audited accounts after the close of the financial year. The term 'Assets' referred to above means (i) immovable property; and (ii) movable property of a capital nature where the value exceeds Rs. 1,000/-. Library books and articles of furniture need not be taken as falling within the term 'asset'.

v) In the event of hospital/dispensary being taken over by the concerned State Government for maintenance, due to failure of the institution to maintain it properly, the institution will not be entitled to claim any compensation in respect of the contribution made by it towards the cost of establishment of the hospital/dispensary. However, it will be entitled to satisfy itself from time to time that the assets contributed by it continue to be utilised, during the course of their usefulness, for the purpose for which these were intended.

w) The institution shall, after the grant is utilised, prominently display:-

- the quantum of assistance;
- its purpose; and
- the number of free beds available.

x) The institution shall furnish the following utilisation documents immediately after the grant is utilised or within 15 months of the release of final instalment of the grant in the case of construction and within one year of the release of grant in the case of equipment which ever is earlier or such further period as may be agreed to by the Government of India:-

- a) A utilisation certificate duly certified by a Chartered Accountant.

- b) A completion report from a qualified Architect/Engineer duly certified by the State P.W.D. in the prescribed proforma.
- c) A certificate duly certified by a Chartered Accountant regarding non-receipt of grant for the same purpose from any agency.
- d) A statement, in duplicate, of assets duly certified by a Chartered Accountant.
- e) Audited statement of accounts of the organisation viz. Income and Expenditure Statement, Receipt and Payment Account and Balance Sheet reflecting the grants received from the Government of India, the State Government and the share of the institution and the expenditure incurred there against, duly certified by a Chartered Accountant.
- f) An achievement-cum-performance report indicating: -
 - i) the purpose for which the grant was sanctioned;
 - ii) the manner in which it has been utilised; and
 - iii) the nature and extent of improvement of performance of the institution with the help of the grant.
- y) The payment of grant-in-aid will be made by the Government of India through a crossed cheque/demand draft after all the requirements mentioned in the sanction letter are fulfilled by the institution.
- z) The institution shall adequately maintain all assets created out of the grant.

VIII. Release of Grants

The grants will be released in one or more instalments depending upon the expenditure likely to be incurred in a year. For equipment not manufactured in India, the grant may be released on submission of a letter from a reputable Indian firm/dealer that the stores in question are already available in stock and delivery will be arranged against payment.

IX.

Incurring of Expenditure by the Institution

- a) The institution, shall start incurring the expenditure for the purpose only after the contributions of the Government of India, the State Government and the Institution have been put in a consolidated fund.
- b) No amount from the consolidated bank account shall be withdrawn unless the cheques are signed by the two office bearers of the organisation who are authorised to operate upon and bind the funds of the organization.

X.

Procedure for Submission of Applications

- a) A copy of the application form for seeking financial assistance under the scheme is enclosed. The institution shall send three copies to the State Government. One copy shall also be forwarded to the Secretary to the Government of India, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi for advance scrutiny. Out of the three copies received by it, the State Government shall, if it recommends the application, send one copy to the Ministry of Health and Family Welfare alongwith the prescribed recommendation certificate.
- b) Each application shall be accompanied inter-alia by the following documents:-
 - i) A Project Report on setting up of the hospital/ dispensary. It should clearly indicate the cost item-wise as also the time schedule for various phases such as purchase of land, construction of buildings, purchase and installation of equipment etc.
 - ii) A certified copy of the certificate of registration of the institution under the Societies Registration Act, 1860, or any other statute.
 - iii) A certified copy of the document showing the constitution of the Governing Body or the Managing Committee responsible for its maintenance, alongwith the name and designation of the authority who is authorised to operate upon and bind the funds of the institution.

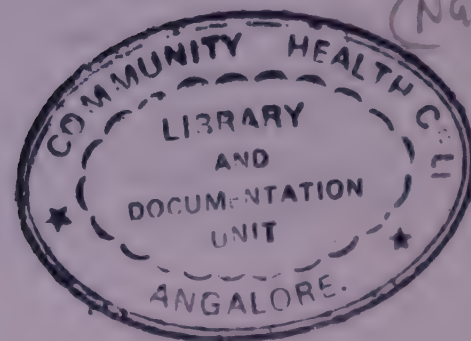
- iv) An up-to-date copy, duly attested by a Gazetted Officer, of the document showing the aims and objects of the organisation.
- v) Audited accounts of income and expenditure and balance sheets for the last three years, certified by a Chartered Accountant or any authorised Auditor.
- vi) A certificate, countersigned by the Chartered Accountant, to the effect that all the grants received from the Central Government and or State Government during the last five years have been fully utilised for the purpose for which they were sanctioned.
- vii) In case, of grants for construction of building, a certificate to the effect that the land for the construction of the building for which the grant has been applied for is available and the institution has the legal title to it and the construction and alteration etc. will be made at rates not more than the prevailing State PWD Schedule of rates for similar work.
- viii) The blue print of the plans and the reasonableness of estimates of the building to be constructed duly certified by a qualified engineer/Architect and a certificate from the Local Municipal or other appropriate authority that the construction of the building has been permitted to be attached.
- ix) In case of grants for equipment, a letter from a reputable firm showing that the items of equipment proposed to be purchased are immediately available from indigenous sources and that no import licence is required, to be attached.
- c) In case any of the above documents are in a language other than English or Hindi, a translated copy thereof in English or Hindi should be attached.
- d) Any suppression of facts, mis-statement or false information furnished to the Government will, besides such other action as

may be deemed appropriate, render the institution ineligible for further grants and make it liable to refund the grant secured on such basis.

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SPECIAL HEALTH SCHEME FOR RURAL AREAS

PROFORMA OF APPLICATION

NOTE: (ANY SUPPRESSION OF FACTS, MIS-STATEMENT OR FALSE INFORMATION FURNISHED TO THE GOVERNMENT WILL, BESIDES SUCH OTHER ACTIONS AS MAY BE DEEMED APPROPRIATE, RENDER THE INSTITUTION INELIGIBLE FOR FURTHER GRANTS AND MAKE IT LIABLE TO REFUND THE GRANT SECURED ON SUCH BASIS)

1. Name of the Institution.
2. Registered Address.
3. Whether registered under an act or a statute? If so, the name of the act or the statute.

4. When established?

What are the aims & objects of the institution? (an upto-date copy, duly attested by a Gazetted Officer of the documents showing the aims and objects of the institution to be attached).

6. Nature of activities in the field of medical care (a copy of the latest annual report of the institution to be furnished).
7. Organisation or body responsible for the maintenance of the institution and its composition (a copy duly attested by a Gazetted Officer of the documents showing the constitution of the present Governing Body or Managing

Committee responsible for its maintenance alongwith the names and designations of the two office bearers who are authorised to operate upon and bind its funds to be enclosed.

8. Whether any grants have been sanctioned by any other department of Government of India or the State Government for the purpose for which the financial assistance is now sought? If so, the details thereof. If not, furnish a certificate duly attested by the auditors.
9. Whether the institution is involved in any proceedings? If not, furnish a certificate to the effect that the institution is not involved in any proceedings relating to the accounts or conduct of its office bearers.
10.
 - i) Name of the village where the hospital/dispensary is proposed to be set up with complete postal address.
 - ii) Name of the proposed hospital/dispensary.
 - iii) Total number of beds proposed to be set up.
 - iv) Does the institution agree to reserve 1/3rd of the total bed strength of its proposed hospital as free beds as per the definition of free bed/free medical care given at the end of this application form.
 - v) Distance of the village where hospital/dispensary is proposed to be set up from the 'nearest District/Town Headquarter.

- vi) Village-wise population expected to be covered by the proposed hospital/dispensary.
 - vii) Whether any other hospital/dispensary already exists in the village where the hospital/dispensary is now proposed to be set up and if so, particulars thereof.
 - viii) Expected number of OPD cases.
 - ix) Particulars of the staff to be employed with their qualifications, designations and scales of pay.
11. Details of the project for which financial assistance is necessary/ sought for with full justification and the year-wise phasing of the expenditure involved for:-

<u>Description</u>	<u>Cost</u>	Time expected to be taken for completion of hospital building including operation theatre and dwelling units.
	<u>Rs.</u>	
i) Purchase of land for hospital building including operation theatre.		
ii) Construction of hospital building including operation theatre.		

- iii) Installation of water and electricity in the hospital building including operation theatre.
- iv) Purchase of land for dwelling units.
- v) Construction of dwelling units.
- vi) Installation of water and electricity in dwelling units.
- vii) Purchase of hospital equipments/instruments.

12. The information for (i) to (vi) in para 11 above should be accompanied by:-

- a) A certificate from the appropriate authority to the effect that the institution has legal title to land for construction of the building of its proposed hospital and that the land is in its possession.
- b) The blue prints of the plan, reasonableness of the estimates of the building to be constructed, duly certified by a qualified Architect/Engineer alongwith a certificate from the appropriate authority that the construction of building has been permitted.
- c) A certificate from the State PWD or a qualified Architect/Engineer that the rates for construction will not be more than the prevailing State P.W.D. Schedule of rates for similar work.

13. The information for (vii) in para 11 above should be accompanied by:-

- a) A detailed list of hospital equipments/instruments indicating the quantity required and cost of each individual item; and
- b) A letter from a reputable firm showing that the items of equipments/instruments proposed to be purchased are immediately available from indigenous sources and that no import licence is required.

14. Amount of grant asked for:-

- a) Towards the purchase of land for hospital building including operation theatre Rs. _____
- b) Towards the construction of hospital building and operation theatre including electricity and water installation. Rs. _____
- c) Towards the purchase of land for dwelling units. Rs. _____
- d) Towards the construction of dwelling units including electricity and water installation.
- e) Towards the purchase of hospital equipments/instruments. Rs. _____

15. The amount which the institution will provide towards its proposed project.

16. Whether the project or scheme can be taken up in case the assistance

from Government of India/State Government is less than the amount asked for by the institution.

17. Financial resources:-

- a) Total income during the last financial year; Rs. _____
- b) Total expenditure during the last financial year; Rs. _____
- c) Assets at the end of the last financial year. Rs. _____

18. a) Sources of income (donations, hospital fee, bank interest and grant etc. received during the last financial year should be indicated here, source-wise).

b) Particulars of donations received from such donors as have claimed exemption on paying income tax on the said donations.

19. Whether the account of the institution are audited by a Chartered Accountant or a Government Auditor? If so, statement in original of its annual audited accounts viz. income & expenditure accounts, receipt and payment accounts and balance sheets for the last 3 years, duly certified by the said auditors to be enclosed.

20. Recurring or non-recurring grants received, if any, from the Central/State Governments during the last five years, for the purpose other than that which has been indicated

at 8 above. Where such grants were received, a certificate to the effect that all the grants have been utilised for the purpose for which they were sanctioned to be attached, duly certified by the Auditors.

21. Details of assistance received from foreign sources during the last three years.
22. Name of the scheduled bank or post office where accounts of the institution are maintained and operated jointly by its two authorised office bearers.
23. Any other information justifying the request for Government grants.

It is certified that the information given above is correct.

It is also certified that this is a charitable institution and serves the general public without any distinction of caste, creed, colour or religion.

Signature of the authorised
office bearers of the
institution.

Designation and name of the
institution.

(SEA L)

Details of enclosures:

- a) Certified copy of the certificate of registration of the institution (S. No. 3 above).

- b) An upto date copy of the documents showing the aims and objects of the institution (S.No. 5 above).
- c) The latest annual report of the institution (S.No. 6 above).
- d) The documents showing constitution of the present Govering Body/ Managing Committee (S.No. 7 above).
- e) Certificate regarding non-receipt of financial assistance for the same purpose (S.No. 8 above).
- f) A certificate regarding non-involvement of the institution in any proceedings (S. No. 9 above).
- g) Certificate regarding legal title to the land etc. (S.No. 12 (a) above).
- h) Blue prints of the construction plan (S.No. 11 (b) above).
- i) Detailed estimates for construction work (S.No. 12 (b) above).
- j) Certificate regarding permission for construction of building (S.No.12 (b). above).
- k) Certificate to the effect that the rates for construction work will not be more than the prevalling State PWD Schedule of rates for similar work. (S.No. 12 (c) above.)
- l) List of hospital equipments/instruments (S. No. 13 (a) above).
- m) A letter from a reputable firm regarding the availability of equipments/ instruments from indigenous sources (S.No. 13(h) above).
- n) Annual audited statements of accounts of the institution for the last 3 years (S. No. 19 above).
- o) Certificate regarding utilisation of earlier grants (S. No. 20 above).

In case any of the above documents are in a language other than in English or Hindi, a translated copy thereof in English or Hindi should be attached.

DEFINITION OF FREE BED/FREE MEDICAL CARE

Free medical care shall mean, free accommodation, medical attendance and treatment including diet (which is ordinarily provided to in-patients in Central Ward of a hospital).

1. Accommodation/bed should include provision of cot, linens, mattress, pillow, etc.
2. Medical care should cover all the facilities such as supply of medicines (ordinary medicines as supplied in hospital, dressings and life-saving drugs), investigation like laboratory tests, X-Ray and other investigations, operations, medical attendance and nursing care, as ordinarily provided to in-patients in General Ward.
3. Diet.

CERTIFICATE AND RECOMMENDATIONS OF THE STATE
GOVERNMENT/UNION TERRITORY ADMINISTRATION

Government of _____

Department _____

Station _____

No. _____

Date, the _____

F O R W A R D E D

1. This institution (name and address _____
has been visited by the Director of Medical Services/District Medical Officer/Civil
Surgeon _____ (Place).
2. The institution is an all India organisation/or State Level importance/
undertaking pioneering or innovative work.
3. The voluntary organisation/institution is already running a medical
institution at _____ and proposes to establish a new
hospital/dispensary in a rural area at _____ Distt. _____.
4. The State Government have examined the audited accounts of the institution
for the last three years and are satisfied that their financial position is sound and
that all previous grants received by them from various sources, have been spent
for the purpose for which these were sanctioned.
5. The State Government have satisfied themselves about the soundness of the
project for setting up of a new hospital/dispensary and that the voluntary organisation
is of proven capability for meeting the recurring expenditure of the proposed new
hospital/dispensary.
6. The State Governments are satisfied that the institution has the experience
and managerial ability to carry out the purposes for which the grant of financial
assistance has been asked for.
7. In case the institution is not able to run the new hospital/dispensary, the
State Government would step in and give grant to meet the deficit. If the institution
fails even then to meet its liability, the State Government shall assume responsi-
bility for running the institution started with the Central Assistance.

8. There is nothing against the organization or its office bearers/staff which should disqualify them from receiving the financial assistance from the Government. It is also certified that the institution is not involved in any corrupt practices.

9. In case of grant for construction it is certified that the institution possesses the legal title to the land without any encumbrance and that the price paid for the land is reasonable.

10. The information furnished by the institution regarding distance of the village from the nearest district/town headquarters, village-wise population and existence of any other hospital/dispensary at sub-paras 10 (v) to 10 (vii) of its application for grant is correct.

11. The State Government recommend the project estimated to cost Rs. _____ as non-recurring expenditure and Rupees _____ would be given as grant-in-aid for the purpose by the State Government immediately after the project is approved by the Government of India.

Signature and Designation
(To be signed by an Officer not below
the rank of Deputy Secretary)

To

The Secretary to the Government of India,
Ministry of Health & Family Welfare,
(Department of Health)
NEW DELHI.

ASSETS ACQUIRED WHOLLY OR SUBSTANTIALLY OUT OF GOVERNMENT GRANTS -
REGISTER MAINTAINED BY GRANTEE INSTITUTIONS.

Name of sanctioning authority						
Sr. No.	Name of the Grantee Institution	No. & date of sanction	Amount of sanctioned grant	Brief purpose of the grant	Whether any condition regarding the right of ownership of Government in the property of other assets acquired out of the grant was incorporated in the grant-in-aid sanction.	Particulars of assets actually created or acquired
1	2	3	4	5	6	7

All permanent & semi-permanent assets acquired wholly or substantially out of the grant, shall not be disposed off encumbered or utilised for purpose other than those for which the grant was given without prior permission of the Ministry of Health and Family Welfare (Department of Health), New Delhi.

Value of the assets as on	Purpose for which utilised at present	Encumbered or not	Reasons if encum- bered	Disposed off or not	Reasons and authority, if any, for disposal	Amount realised on disposal	Remarks
18	9	10	11	12	13	14	15

Certified as correct

Signature of Chartered Accountant

Signature of the
Incharge of the
Institution.

